

**CONFIDENTIAL**  
Security Information  
OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

**FILED:** *Reports weekly*  
**RETURN TO**  
RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**8 April 1953**

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;">25X1</div>	0	0
Rcds. Mgt. Section		5	8
Rcds. Center Section		1	2
Mail Control Section		0	28
		6	38

1. No. on leave three days or more:

Records Mgt. Section- 0  
Mail Control Section- 1  
Records Center Sec.- 2

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1  
Records Center Section- 0  
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission**  
**One man in Transportation Division as full time Courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 1  
Records Center - 1  
Mail Control - 17

5. Specific cases on item 4 not in previous reports.

25X1

  
Courier

6. New applicants interviewed 2. Recruited by Personnel 1.  
Recruited by this office 1.

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B. Administration and Problems:

25X1 Records Management Section - In a follow-up made this week with [ ] of I&S, we were still unable to obtain release of the proposed notice regarding the standardization of file cabinets.

With the exception of the badge record card, all vital materials in the Office of Inspection and Security have been microfilmed in accordance with the established schedule calling for deposits each six months. The pending change in the badge record card accounts for the one exception.

25X1 A representative of this office met with Messrs. [ ] of Industrial Register, OCD, in order to review the necessity of depositing such a large amount of material by microfilm method. This meeting revealed that the overseas and Scap projects, which presently amounts to approximately 600 reels and ultimately will approximate 2,000 reels, will not necessitate printing in the event it becomes necessary to recall these reels from the Repository. The other projects on film, IOF card file and the Wringer reports, would require printing.

Mr. Webber of N.S.C. requested information regarding procedure for depositing Eyes only material. N.S.C. plans to deposit some such material this Friday, 10 April 1953.

25X1 Discussed with [ ] Office of Organization and Methods, and [ ] Office of Personnel, the possibility of destroying certain superseded T/O's, deposited in the Repository by O & M Services from December 1951 through March 1952. Approval was received and destruction authority will be extended the Custodian at the Repository. Presently, T/O's are the responsibility of the Office of Personnel and are deposited quarterly.

25X1 Arrangements for the presentation of the Records Management Training Program are about completed. The programs are being printed; notices are ready to forward to the designated individuals and all guest speakers have been sent a letter to confirm their speaking dates. The list of designated Records Officers is expected to be completed in time to notify each individual.

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Mail Control Section - On Wednesday, 8 April 1953, posters depicting the correct manner in which to address mail were distributed to the following offices:

"M" Building: OIC - two (2) posters  
OSI - fifteen (15) posters  
ORR - ten (10) posters

25X1

[ ] OCD (Vault B) - twenty-five (25) posters

Building #14: Graphics - ten (10) posters

25X1

[ ] GS-3 Courier, submitted his resignation - effective COB 4/10/53.

25X1

[ ] GS-5 Courier, on Monday, 6 April 1953, qualified in the use of a .38 caliber revolver.

25X1

25X1

[ ] GS-5 Courier, delivered Top Secret material to [ ]

25X1

[ ] proposed for use as a Records Center, has been inspected by the PES engineers and a representative of the Office of I&S. Specifications to assure maximum security from fire and penetration are being requested.

A review of the courier trip card for the current week indicates that there was 3.7% or 45 hours and 35 minutes idle time.

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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240057-3  
 APPENDIX B Security Information

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	-	21,300
Flat-bed Camera	2,178	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	73	-
References to record material	79	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	345	549
Intelligence Reports	44	63
b. Supplemental Distribution:		
Information Reports	174	229
Intelligence Reports	135	160
Notices	6	54
Regulations	27	145
Others	16	5
c. Initial Distribution:		
Notices	9	3.8
Regulations	6	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,007	5,150
Outgoing	6,211	6,550
b. Postage expended	\$ 743.19	\$ 775.00
c. Scheduled Courier trips	240	240 <del>230</del>
d. Special Courier trips	65	33.4
e. Inter-agency mail by Courier		
Incoming	633	770
Outgoing	1,639	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	17	-
Available but delayed	3	-
Not Available	1	-